

Longwood University
Staff Advisory Committee Minutes
January 16, 2014, 1:30 – 3:00 p.m.
Ruffner 103

Allison Dobson called the meeting to order.

Members Present: Debbie Bruce, Ken Cox, Whitney Curtis, Allison Dobson, Courtney Everhart, Hannah Ledger, Katie Manis, Marissa Musumeci, Cameron Patterson, Kelly Rhoades, and JaBari Scott.

Members Absent: Grant Advent, Allison Allgood, Emily Grabiec, Della Wickizer

OLD BUSINESS:

The minutes from the October 17, 2013 meeting were approved.

The March meeting will need to be held in Hiner 102. SACs will be on campus and will need to use Ruffner 103.

*Calendars – JaBari Scott reported that so far we have sold 41 calendars out of 150 for a total of \$410. It was suggested that we push the sale of calendars in each of our areas and be sure people know that the proceeds are going to the Book fund. We will contact the Alumni Office and Admissions to see if they would like to purchase some for giveaways. It was decided we would offer four book fund reimbursements each semester. Marissa Musumeci will update the form on the website to reflect the deadline of January 31, 2014, for the Spring semester. Hannah Ledger will contact Ken Copeland about forwarding an email to all staff reminding them of the book fund reimbursements.

*Intercollegiate Athletic Council – Marissa Musumeci reported that feedback is encouraged for the council and to let her know before the next meeting if you have any suggestions or questions for the council. Allison Dobson suggested having a student representative come to our meeting at some time.

*Treasurer/Budget – Cam Patterson reported that our operating budget is \$3,773.28, after paying Aramark for the Halloween Bash and the cookies for the movie. Our agency account currently has \$621.28 and this does not including the calendar sales. Kelly Rhoades volunteered to speak to her department about buying some of the calendars for giveaways for the Longwood Alumni. When asked if the price of the calendars will drop, Cam suggested that we lower the price after January 31.

*Holiday Movie – JaBari Scott reported that a total of nine employees attended the movie. This number did not including the Staff Advisory Committee members who were there. Cam Patterson suggested that we consider having the movie during the summer at Crute's stage, but there was concern about being able to view the movie during the day time hours. It was then suggested that we have it on Friday, May 16, 2014. This will be the Friday after Commencement. Cam Patterson volunteered to investigate the options.

*Recognition – RCL was recognized on December 4, 2013. IT was also recognized for their participation in the spirit week in September.

NEW BUSINESS:

*Recognitions – The following departments will be recognized: January – Audio/Visual department; February – Financial Aid; March – Facilities; and April – Human Resources

*Founder's Day – Katie Manis reported that Founder's Day will be Wednesday, March 5, 2014, from 2 – 4 p.m. There will be a game called the "Year is Right". The person with the closest year answer without going over, will be the winner. The winner will then participate in a "Minute to Win It" game in order to win a prize. We hope to have prizes for 20 winners. According to Diane Easter, there is currently no budget for the celebration, but we will check into providing cake, punch and snacks.

*Staff Survey – An email will be sent out to all Staff asking what we can do to improve the morale for the staff. We plan to ask deeper questions on the survey. We are asked to submit our questions to Hannah Ledger by Tuesday, January 21, 2014 at 9 a.m.

*VGEA – Allison Dobson read an email from the VGEA representative stating that only five employees attended the workshop she held on January 14, 2014. It was suggested that we have the VGEA representative attend one of our meetings so the Staff Advisory Committee could be more informed of what the VGEA does and will do for us as a group.

*BOV Representative – We will be meeting with President Reveley on Friday, January 24 to discuss the possibility of a staff BOV representative. Angie Covert and Mary Jo Stockton worked with President Connolly about the staff having a BOV representative, but a decision was not made on it at that time. Allison Dobson, Hannah Ledger, and JaBari Scott attended the last BOV meeting, but were not on the agenda. They reported on Spirit Week, the Halloween Bash, and the sale of the calendars. Allison Dobson stated she felt they were well received. Marianne Ratliff and President Reveley gave good feedback to them. President Reveley is a strong supporter of the staff having a BOV representative. We need to decide who we think should be the BOV representative. Cam Patterson stated he felt it should be the Chair who would focus on the committee and wider staff needs. JaBari Scott stated that it should be someone who knows the issues and will be a good advocate. President Reveley wants us to devise a job description for the BOV representative. Hannah Ledger asked that any suggestions be sent to her or Allison Dobson by 9 a.m. on Tuesday, January 21, 2014. The Staff Advisory Executive Board will meet on January 23, 2014 from 3:00 – 4:00 p.m. in Java City to discuss the job description for the BOV representative.

*Other Business

Membership Update – Allison Dobson and Hannah Ledger suggested that we not replace the one position that is vacant on our committee. We will be sure to fill all positions for next school year.

CLOSED SESSION:

*Emails – none

There being no further business, the meeting was adjourned.

Respectfully submitted,

Debbie C. Bruce